



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS
समुद्री वाणिज्य विभाग / MERCANTILE MARINE DEPARTMENT
कोलकाता जिला / KOLKATA DISTRICT

Ref No: 108/GEN/CAR HIRING/2014

Date: 28.12.2020

Subject: - Tender Notice for grant of contract for Hiring of Vehicles for one year in the office of the Mercantile Marine Department, Kolkata.

1. Introduction :

Sealed bids are invited in two cover system (Cover-1 Technical Bid and Cover-2 financial bid) for Hiring of two (02) vehicles as detailed in enclosed **Annexure-1**. The contract will be initially for a period of 12 months which can be extended at the same terms and conditions, for a further period of 12 or more months upto a maximum period of 3 years, at the discretion of this department. A 3% to 5% increase in rate may be considered per year, purely at the discretion of the Purchase Committee depends on the rate of fuel price if applicable.

2. The scope :

To carry out the work as described in **Annexure-1** i.e. providing vehicles for office use (with qualified & experienced drivers). The quality of work should be to the satisfaction of this department.

The number of vehicles required for hire shall be about **two**. The vehicles are proposed to be hired for an initial period of one year. The number of vehicles may be increased or decreased depending upon the need of the department by giving 15 days notice.

3. Terms and Conditions-

The work described at **Annexure-1** shall be complied by providing vehicles along with driver having requisite qualification and experience, as given below :

- i) The monthly charges payable shall be all inclusive i.e. salary of driver, fuel maintenance, cleanliness, repairs, insurance, service tax, etc. and any other incidental expenses.

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- ii) The vehicles are proposed to be hired for an initial period of one year with the option of extending it further at the discretion of the Purchase Committee and at the same term and conditions of initial contract with the increase in rate from 3%-5%.
- iii) Provided vehicles should be available for local as well as outstation use at all times.
- iv) Vehicle would be available 24*7 and no separate night charges would be payable.
- v) The Financial Bid should be submitted in prescribed format as per Annexure-II
- vi) The rate should be specified (exclusive of GST) for 2000kms. (reckoned from place of reporting to place of release or back to MMD, Kolkata) & 320hrs. on monthly basis (reckoned from time of reporting to the time of release) for both category of vehicles. The charges for additional hours after 320 hours and additional distance after 2000km. per month should also be specified in the rate as per Annexure II (B) of Financial bid. No extra charges will be paid for the usage on Saturdays / Sundays or Holidays.
- vii) While computing the amount payable on extra Kms, over above agreed kms per month ie 2000 kms per vehicle, for one or more vehicle or vehicles, the total of unused kms of other vehicles of the contractor for that month shall be reduced/ adjusted. Also, While computing the amount payable on extra hours, over above agreed hours per month ie 200hours per vehicle, for one or more vehicle or vehicles, the total of unused hours of other vehicles of the contractor for that month shall be reduced/ adjusted.
- viii) The contractor shall provide dedicated vehicles & drivers and any changes in vehicle and / or driver should be made only in very exceptional circumstances. Replacement of the vehicle / driver should be provided in the event of a breakdown of vehicle / non availability of driver. The driver should be having Driving License, with minimum experience of three years and with no police records.
- ix) Payment of minimum charges agreed upon shall be made every month, provided that if the contract does not commence / end in the beginning / end of the month payment of minimum charges will be made on proportionate basis. No interest would be payable on account of delayed payment.
- x) The vehicles shall be at the disposal of Mercantile Marine Department during period of official use and the billing for kms and hours shall be made from the reporting place i.e MMD, Kolkata to the relieving place or back to MMD, Kolkata.
The drivers employed along with the vehicle should satisfy the following conditions:
 - a) Driver should be decently dressed. Preferably wear light coloured shirt with dark trousers and black / brown shoes.
 - b) Driver should be well versed with the roads and the places in Kolkata and Greater Kolkata Regions and should have experience in city driving.
 - c) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least 1 year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.


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- d) Driver should be provided with a mobile phone and be always available during the working hours.
- e) Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
- f) Car should be kept clean and odour free, suitable for official use.
- g) The liability on account of fuel, driver and all expenses relating to maintenance, insurance, etc. of the vehicle would, solely and wholly, be responsibility of the contractor and the department will not bear any liability apart from the hiring charges.
- x. The contract between the Department and Contractor can be cancelled with a notice period of one month from contractor side and any time from Department side without assigning any reason.
- xi. The contractor will indemnify for loss / damage of property or life because of negligence or poor maintenance of vehicle or due to an accident.
- xii. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under.

Sr. No.	Name of default	Penalty Rs.
1	Late Reporting	75% of proportionate contract charges per day
2	Non – Reporting	150% of proportionate contract charges per day
3	Poor maintenance of vehicles / refusal of duties	Rs. 2000/- per month
4	Refusal of duties	100% of proportionate contract charges per day
5	Change of drivers without permission	Rs. 200/- per instance
6	Vehicle kept unclean	50% of proportionate contract charges per day

The penalty shall be levied on the basis of the certificate signed by the officer concerned.

xiii. In case of vehicle breakdown, a substitute vehicle shall be provided by the contractor immediately. In case vehicle does not report within the reasonable time or does not report at all, the department would have a right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.

xiv) The work will be awarded to L1 if the bidder has qualified all the terms and conditions in the technical bid.

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xiv) The bid once submitted shall not be allowed to be withdrawn and the default after acceptance of the bid shall be deemed to be non-compliance of term of contract and would render security deposit liable to forfeiture and penalty as the case may be.

xv) The successful bidders shall provide details of all vehicles within 03 days of bid opening date and also physically produce the vehicles for inspection within a reasonable period mutually agreed upon.

xvi) Principal Officer, Mercantile Marine Department, Kolkata reserves the right to accept or reject any part of the tender or whole tender, without assigning any reason. Further, this office reserves the right to scrap the entire tender process at any stage without assigning any reasons thereof.

xviii) The successful bidder shall start the work within one week of the acceptance of award of contract.

xix) The successful bidder will have to enter into an agreement with MMD, Kolkata. on a non judicial stamp paper of Rs. 100/-.

xxi) The contracting Company/Firm/Agency shall furnish the details and certificates of vehicles and driver that will be deployed by it in this department before the commencement of work.

xxiv) The successful bidder will have to submit an interest free performance security deposit in form of Bank Guarantee valid for a period of sixty days beyond the date of completion of all contractual obligations of the contractor, for the amount equivalent to 5% of the annual value of the contract as an interest-free 'Performance Security Deposit' with the MMD, which will be refundable after completion of contract period. On completion, the contractor should furnish an undertaking on a non-judicial Stamp Paper of Rs. 100/- that he has settled all statutory dues of his workers. In case of unsettled payments / claims, if any, the contractor will indemnify the MMD, Kolkata against any claim that might be lodged by the workers against the contractor, whether in the Industrial / Labour Tribunal or with the office of the Commissioner of Labour. In the event of any breach or violation of the terms and conditions of this contract, the Performance Security Deposit of the contractor shall stand forfeited either in part or full at the sole discretion of the office of Mercantile Marine Department, Kolkata.

4. ELIGIBILITY CRITERIA:

1. The Contractor should be registered with the authority concerned of State or Central Government, and should fulfil the conditions prescribed in Section 66 of Motor Vehicle act, 1988 for hiring of vehicles.

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2. The vehicles should be in very good condition and suitable for official use by the Government department. Further, the vehicles should be not more than three years old and should not have run for more than 50,000 kms at the time of commencement of contract. However, preference will be accorded to the bidders deploying new / latest vehicle.
3. Vehicle/s to be earliest registered in the year 2018.
4. Company should be registered in Kolkata, North /South 24 Parganas and Howrah District only.

5. Instruction to the Bidders-

Two Bid System: This is a Two Bid System Tender. The interested eligible entities who accept the above terms and conditions may submit their quotation as per prescribed Annexure to the office of the Principal Officer, Mercantile Marine Department, Marine House, Hastings, Napier Road, Kolkata-700022.

The bid and a demand draft of **Rs. 5,000/- (Rupees Ten thousand only)** in favour of 'The Principal Officer, Mercantile Marine Department, Kolkata' as an earnest money deposit [EMD]/Security Money as per provision in MoF Om: F.20/2/2014-PPD (Pt), shall be submitted to the office of the Principal Officer, Mercantile Marine Department, Marine House, Hastings, Napier Road, Kolkata-700022 before the last date of submission of bid. The same will be returned to the bidders after successful completion of tender process.

Micro and Small Enterprises (MSE) registered for providing these services may claim exemption from payment of EMD /Bid Security. The bidder shall furnish along with the bid a certificate/documentary proof in respect of registration clearly showing its validity as on date of opening of the bid. Moreover, they should also produce documentary evidence showing that the firm is MSE registered for the items tendered for. Failure to comply this provision shall result in summarily rejection of the bid. Bidders registered with DGS&D / GeM for providing these services may also claim exemption from payment of EMD/Bid Security.

- A) **The Technical Bid** shall be submitted along with a copy of the following documents: (See Note*)

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1. Original bid document duly completed in all respect except prices and signed with seal on every pages (Form of Tender (Part-1), experience questionnaire and warranty form)
2. Tender Acceptance letter (To be given on company letter head)
3. Experience certificates for three years in providing vehicles services. A completion certificate/s of satisfactory performance of similar work from its previous clients which must include at least two such work orders from the previous organizations contributing to turnover, in the FY 2016-17, 2017-18& 2018-19
4. PAN No. issued by IT department in the name of firm/company/proprietor.
5. GST registration certificate
6. Name/s, address, contact number of the proprietor/partners/ shareholders of the bidding concern.
7. Audited balance sheets along with turnover of minimum 15 lakhs or more, profit and loss account for the preceding three financial years. 2016-17, 2017-18& 2018-19. Copy of Returns of Income for these three financial years also to be submitted.
8. Copies of Registration with State and Central Government for providing services of vehicles hire.
9. Copy of Registration certificate of at least three vehicles owned by the contractor. The vehicles shall be registered in the name of the company or contract of agreement with owners of the vehicle.
10. Letter of authority for signing and negotiation of tender (as the case may be)
11. The bidder shall give a declaration that they have not been banned or black-listed by any Govt. or Quasi Govt. agency or PSU.
12. New firm/Company is exempted from the requirement of the sub paras, 3 & 8.

B) The Financial bid

- a. Financial bid must be submitted as per specimen in Annexure-II. The cover should be super scribed with 'FINANCIAL BID' for contract for providing vehicles on hire to the Mercantile Marine Department, Kolkata.
- b. In case only one bidder is found technically eligible, no financial bid will be opened for lack of competition.

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c. From the bidders found technically eligible, if it is found that the bidders possess the same address or the responsible person of the bidding organization found to be the same or the responsible persons are found to be in relation with each other, then no financial bid of such bidders will be opened.

d. Financial bid shall not contain any terms and conditions. Any condition given in the price bid will be a sufficient cause for rejection of bid.

6. Evaluation and Award of Tender:

The Purchase Committee shall open the tenders in the presence of the intending bidders who may be present at the date and time of opening informed in the bid document or subsequently. If any of the bidder or his agent is not present at the time of opening of tender, the Purchase Committee shall record the same on opening of tenders of the absentee bidder.

After the opening of the tenders, the first part i.e. Technical bid will be evaluated by the Purchase Committee as constituted by the Authority. The second part i.e. Price bid will be opened by the same P.C. only for those bidders who become technically qualified after the evaluation of technical bid on a assigned date.

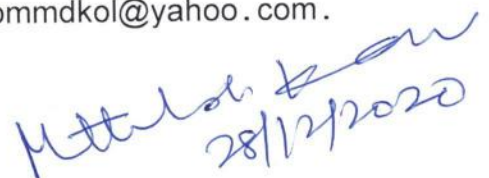
The tender will be awarded to the firm which meets the eligibility criteria and quotes the lowest rate for providing two vehicles per month for the normal usage.

7. The bidders may submit their bids on latest by 18th January 2021.

8. The Technical bids will be opened on 19th January, 2021

9. The Financial bids will be opened after evaluation of the technical bids.

10. For any query, 033 22230238 or email us at pommdkol@yahoo.com.



Captain Mithilesh Kumar.
Nautical Surveyor cum-DDG (Tech)
Mercantile Marine Department.
Kolkata District.

ANNEXURE -1

SCOPE OF WORK

Hiring of following category of vehicles for office use of MMD, Kolkata: -

Name of the Vehicle	Number of AC car
Category I : Maruti Suzuki Ciaz / Honda City / Volkswagon Vento / Skoda Rapid or similar in size	One (01)
Category II :Swift Dzire Maruti Swift Dzire / Toyota Etios / Ford Aspire / Hyundai Xcent / Honda Amaze / Tata Tigor / Tata Manza / fiat Linea.or similar in size	One (01)


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FINANCIAL BID**(A)**

Sr.No.	Particulars	Amount in Rupees Category - I (One vehicle)	Amount in Rupees Category - II (One vehicle)
1.	Monthly cost of work contract including service charges and other expenditure, if any. For normal usage i.e. 2000kms & 300hrs.	Rs.	Rs.
2.	GST	Rs.	Rs.
	Total monthly cost including GST	(A) Rs.	(B) Rs.
Gross Total of Category I and Category II (A) + (B) per month :			Rs.

(B)

Rate for additional use	Amount in Rupees - Category - I vehicle	Amount in Rupees - Category - II vehicle
(a) Per hour beyond 300 hrs (excluding GST)		
(b) Per Kms beyond 2000 kms (excluding GST)		



Seal

Name & Signature of the bidder

**PART-I (Technical Bid)
FORM OF TENDER**

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28/12/2020

To

The Principal Officer
Mercantile Marine Department,
Marine House, Hastings.
Napier Road.
Kolkata-700022

**Name of Work: Tender for grant of contract for providing car hiring services to the
Mercantile Marine Department, Kolkata.**

Having visited the site and examined the information and instructions for submission of tender, General conditions of contract, Special Condition of contracts, Technical, General and Detailed specification, etc for the above named works, I/ We hereby tender for execution of the works referred to in the tender documents in conformity with the said Conditions of Contract, Specifications, etc of this tender Document or such other sum as may be ascertained in accordance with the said conditions of contract.

I/ We undertake to complete and Deliver the whole of the works comprised in the Contract within the time as stated in the tender and also in accordance in all respects with the specifications, designs, drawings and instructions as mentioned in the tender documents.

I am tendering for the work mentioned in the table below and submitting the relevant details and EMD in the form of demand draft in favour of The Principal Officer, Mercantile Marine Department, payable at Kolkata at Nationalized / Schedule Bank as per the details given therein:

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DECLARATION:

Annexure-III

I / We here certify that information furnished above is true and to the best of my / our knowledge. I/We understand that if any deviation is of and in above statement at any state, I / We shall be blacklisted and will not have any dealing with department in future. I / We have read the terms and conditions of the Tender Notice along with its annexure.

I hereby confirm that I am authorized to sign the Tender Documents.

I/ We agree to abide by this tender. I/ We agree to keep the tender open for a period of 90 days from the date of opening of price bids or extension thereto as required by the Mercantile Marine Department (MMD) and not to make any modifications in its terms and conditions.

I/ We agree, if I/ we fail to keep the validity of the tender open as aforesaid or I/ we make any modifications in the terms and conditions of my/ our tender if I/ We fail to commence the execution of the works as above, I/ We shall become liable for forfeiture of my/ our Earnest money, as aforesaid and MMD shall without any prejudice to another right or remedy, be at the liberty to forfeit the said Earnest Money absolutely otherwise the said earnest money shall be retained by MMD towards part of security deposit to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered. Should this tender be accepted, I/ We agree to abide by and fulfill all the terms and conditions and provisions of this tender. No interest is payable on earnest money deposit and/ or security deposit.

If this tender is accepted, I/ We undertake to enter into execute at my/ our cost when called upon by the employer to do so, a contract agreement in the prescribed form. Unless and until a formal Agreement is prepared and executed this tender together with your written acceptance thereto shall constitute a binding contract.

If my/ our tender is accepted, I/We am/are to be jointly and severely responsible for the due performance of the Contract. I/We also declare that the firm has not been banned or blacklisted by any Govt. or its department or any Quasi Govt. agency or Public Sector Undertaking.

I/ We understand that you are not bound to accept the lowest or any tender you may receive and may reject all or any tender without assigning any reason.

I/ We certify that the tender submitted by me, us is strictly in accordance with the terms, conditions, specifications etc. as contained in the tender document, and it is further certified that it does not contain any deviation to the aforesaid documents.

I/ We certify that the information/documents submitted by me are true and correct. If any misleading/incorrect/false/fake/fraud information/documents are found submitted by me at any stage of evaluation of bid or after award of work/signing of agreement, my EMD/Security deposit shall be forfeited by Mercantile Marine Department.


28/12/2022

Date

Signature

Name

Designation

duly authorized to sign & submit tender
for an on behalf of (Name and address
of firm)

M/s

Telephone no:FAX No.....

Witness :

Signature.....

Name :

Occupation

Address


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Performa of Tender Acceptance Letter (To be given on Company letter head)

Annexure IV

Date :

To,

Sub: Acceptance of Terms & Conditions of Tender .

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

I/ We have downloaded / obtained the tender document (s) for the above mentioned

'Tender/Work' from the web site (s) namely:

as per your advertisement, given in the above mentioned website (s) .

I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure (s) , schedule (s) , etc. ,) , which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein .

The corrigendum (s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter .

I / We hereby unconditionally accept the tender conditions of above mentioned tender document (s) / corrigendum (s) in its totality / entirety .

In case any provisions of this tender are found violated , then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely .

Yours Faithfully

(Signature of the Bidder, with Official Seal)

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EXPERIENCE QUESTIONNAIRE Annexure-V

(To be furnished with Tender Form)

The bidder has completed the following similar works in the last 3 Financial Years :

Name of the work	Services provided to (with Address & Tel No .)	Total Value of work	Period of contract

Note: Please attach the copy of work orders .

For more details, separate sheet can be used .

Signature of bidder :

Name & Address of bidder :

Official Seal /Rubber stamp



(To be furnished with Tender)

M/s _____

_____ having its registered office at _____ (hereinafter referred to as the contractor) having carefully studied all the documents, specifications, etc pertaining to the contract for works required for the work of

_____ and the local and site conditions and having under taken to execute the said works :

DO HEREBY WARRANT THAT :

1. The contractor is familiar with all the requirements of the contract .
2. The Contractor has investigated the office and satisfied himself regarding the character of the work and local conditions that may affect the work or its performance .
3. The contractor is satisfied that the work can be performed and completed as required in the contract .
4. The contractor accepts all risks directly or indirectly, connected with the performance of the contract .
5. The contractor has no collusion with other contractors, with any of the men of the MMD or with any other person in Authority to execute the said works according to the terms and conditions of the said contract .
6. The contractor has not been influenced by any statement or promise of the Authority but only by the contract documents .
7. The Contractor is financially solvent .
8. The Contractor is experienced and competent to perform the contract to satisfaction of the MMD .
9. The Statement submitted by the contractor is true .
10. The contractor is familiar with all general and special laws, Acts, Ordinance, Rules & Regulation of the Municipalities, District, State and Central Government that may affect the work, its performance or personnel employed therein or environment .

Date :

For and on behalf of the Contractor .

Signature : _____

Name : _____

Stamp : _____

